

## **FIRE RECORDS CLERK**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible clerical position, the primary duties of which are processing and maintaining fire personnel and departmental records, and reports of activity. The Fire Records Clerk performs data entry and retrieval tasks, such as entering department record information into computer, maintaining hard copy files, and extracting information as needed. The employee of this class answers and directs any telephone calls and addresses visitors to the department. The Fire Records Clerk performs routine duties independently, reporting to and having work reviewed by the Fire Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Receives, reviews, and processes department records, reports, interdepartmental correspondence, and other materials in accordance with departmental procedures. Sorts and processes all mail. Stamps material to record date and time that the material was received.

Enters routine information in department records, such as fire or medical reports and fills out all forms or records required or assigned. Checks records and reports for completeness, accuracy, and conformity to established procedures. Types letters, forms, memos, formal reports and records required. Files correspondence, forms, records, or reports alphabetically and numerically in hard copy or computer database. Locates and retrieves information or documents from the hard copy or computer files. Traces missing files.

Operates a computer terminal in order to enter or remove information from files. Retrieves information or documents from the files and computer database. Operates a facsimile machine, copying machine, calculator or mathematical computer software.

Acts as receptionist to visitors, handles any routine matters and requests or directs them to appropriate individuals or offices. Answers questions about the operation of the department or related areas of emergency services from the public. Maintains records of schedules and appointments, and notifies appropriate individual of appointments, meetings, or other events.

Makes out payroll checks, checks for payment of departmental bills

or issues payments from petty cash as directed. Orders and distributes supplies and equipment as required.

Performs related duties as assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.